

May 20, 2001

: **WorkFirst Success Plans**

Attached are the instructions for entering the plans into the system.

e-JAS

To get to e- JAS log on to the Internet and go to

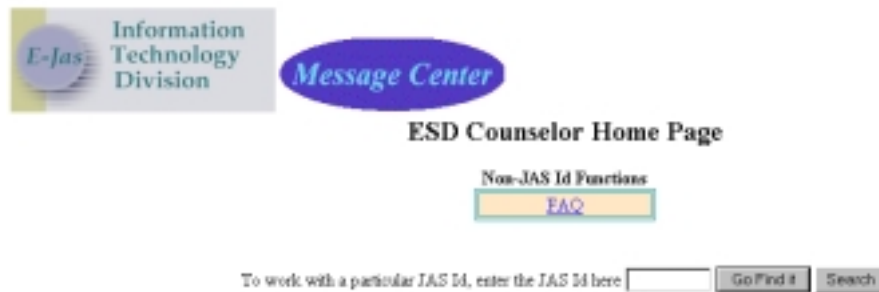
<http://middleware-prod1.dis.wa.gov/dshs/workfirst/jas/production/ejas.htm>

Enter your user id and password (which will be the same as users JAS user id and password). Depending on your security access, one of the two following screen will be displayed. Follow the on screen instructions.

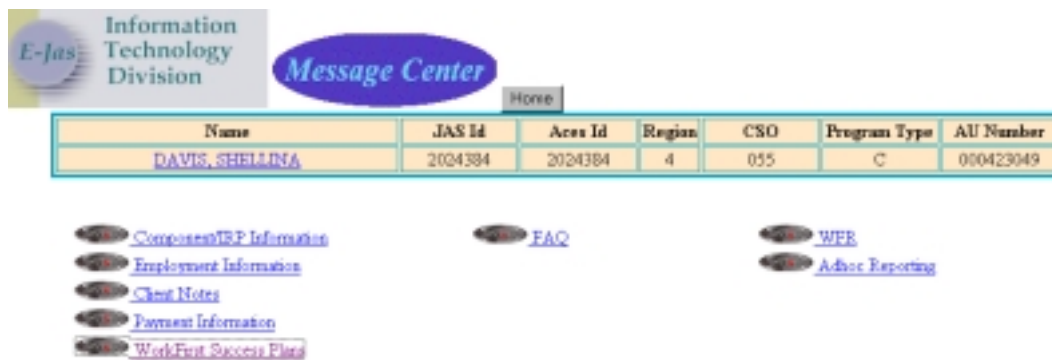
The screenshot shows the e-JAS login interface. At the top left is the 'Information Technology Division' logo. Below it are contact numbers for DSHS Technical Support and Password Help. On the right, there are contact numbers and an email address for ESD Technical Support. The main heading is 'Welcome to e-JAS'. Below this, it says 'TEST USERID9' and 'You have been defined as a end - ESD COUNSELOR for'. A message follows: 'If this is correct, Please click on the ok button. If this is incorrect, Please contact your DSHS or ESD helpdesk.' There is an 'OK' button. Below this, the same contact information is repeated. A new message says: 'You have been defined with multiple models. Please select one from the list below and click the Continue or Return to login button.' Below this is a table with three rows of roles, each with a radio button. At the bottom are 'Return to Login' and 'Continue' buttons. A 'Change Password' link is also visible.

<input type="radio"/>	CSO -- 041	Model -- ADMIN
<input type="radio"/>	CSO -- 055	Model -- SUCCESSOR
<input type="radio"/>	CSO -- 041	Model -- COUNSELOR

This will bring you to the ESD Counselor home page where you will need to enter the JAS ID number of the customer for whom you wish to create or update their WorkFirst Success plan.



Entering the JAS number will take you to a customer page where if a success plan has been created it will say either **WorkFirst Success Plan** or **Success Coach Plan**.



Clicking on WorkFirst Success plan will open up the **WorkFirst Plan for a Customer** Screen. Here a Plan can be updated or created and notes can be created and viewed.



When the create button is pressed the Active employment pop up screen will ask for verification of active employment



If the employment is correct press **YES** to go to the **WorkFirst Success Plan** screen. This is a two-part screen. The first part is for the start date and effective date of the plan. The plan start date will remain the same once a plan is created. It is the date of the first plan. The effective date is the date the plan was updated. Effective date and plan date will be the same for the first plan only. Plans can only be backdated 3 days.

WorkFirst Success Plan For:
2024384 DAVIS, SHELLINA

Success Plan Start Date:
 Change Effective Date:

The second part of the screen is the plan itself. Here you will fill in the information based on the plan that was developed with the customer. LMI information needs to be entered from the Earning Forecaster. (<http://www.wilma.org/forecaster>) Wage information will automatically fill from the employment screen for initial and current wages. Education is an auto fill from the 01 screen in JAS. If the information is incorrect, it needs to be updated on the 01 screen in JAS before you print the plan. The transportation and childcare questions require a yes or no, picked from the drop down box. (If no it should be addressed on the success plan). All the fields are required for a completed success plan.

Maintain Customer WorkFirst Success Plan
For
DAVIS, SHELLINA

Success Plan Start Date: 05/15/2001 Jar Id: 2024384

My Success Goal Is: Change Effective Date: 05/15/2001

I Plan To Reach My Goal: MM/DD/YYYY Education Level:

LMI Category:

I have transportation to pursue this goal, including a backup plan:

I have child care support to pursue this goal, including a backup plan:

-----My Monthly Income Plan-----

	Initial	Current	Next	Goal	
Wages:	<input type="text" value="\$0.00"/>	<input type="text" value="\$0.00"/>	<input type="text"/>	<input type="text"/>	----- My Forecaster Information ----- Entry Wage: <input type="text"/> Target Wage: <input type="text"/> Target Earnings: <input type="text"/>
TANF Cash:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
Other:	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

My Next Step:

To Do This I Must:

Once a WorkFirst success plan is created or updated you will have the option to print. When printing a hard copy to give to the customer you will need to remember to change the printer setting to landscape and suppress header and footers. This can be done from the printer setup.

When you go to the **WorkFirst Success plan** and the employment information is incorrect or missing press **NO** on the employment pop up screen to go to the employment screen where you can create or update employment.

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Act

Select

Act

Active Employments

No active Employment records exist for this Customer.
Is this correct ?

The employment screen will show all employment records for the customer. From this screen employment can be updated or created. Once the changes are made press back button to return to the success plan.

Select Employment Job

[Jas Id: 20240358 - ROCHA, MARY](#)

[CN: 55C000423049](#)

Coach:

FS Type:

Scrolling: Up Down

Actions: Review Update Create Filter

Back

TANF: Active

FS Status:

[Months On TANF: 37](#)

Select	Status	Start Date	Effective Date	Term Code	Employer Name	Hours	Wages	CSO
<input type="checkbox"/>	A	05/01/2001	05/01/2001		SSS	36	\$15.00	55
<input type="checkbox"/>	I	05/01/2001	05/01/2001		SSS	35	\$15.00	55
Total Active hours per week:						36		

Actions: Review Update Create Filter

JAS

Log on to JAS and go to the main menu.

ECAOAAM0 (CA00) Washington JOBS Automated System 05/17/2001
JOBSTEST Main Menu 08:40:01

ESD test user #9 Next Screen: ____
JAS9540 JAS ID Number: ____
31X09

01: Case Open/Change	12: JFS Financial Reporting
02: Case History	13: JFS Table Maintenance
03: Component Open/Change	
04: Component History	15: Trans. Allocation Inquiry
05: Employment Open/Change	WFR: Workfirst Report Printing
07: Employment History	FAQ: Frequently Asked Questions
08: Note Pad	FSET: Food Stamp Subsystem
09: Allocation Maintenance	PS: Post Employment Services
10: Employability Planning	PSI: Post Employment Inquiry
11: Payment Processing/Inquiry	
19: Client Search/Add	eMSG: JAS User Messages
**20: <u>Success Plan</u>	VIEW: Employability Worksheet
	FMSG: Follow-up Messages

0000: Exit From JAS
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
Help Adhoc CHPTR Exit

Item 20 Success on the main menu is used to create and update WorkFirst Success plans and to view JSCI Success Plans. Type in 20 for next screen and the JAS id number. If the customer is in JSCI you will get the Job Coach Plan for a customer screen (#1 below): IF not in coaching the WF success plans for a customer screen will be displayed (#2 below)

1.

JSC320M0 Washington Jobs Automated System 05/17/2001
JOBSTEST List **Job Coach Plans for a Customer** 1 More > 09:05:05
Customer*: 1111111__ xxxxxxxx xxxx
Coach: xxxxxxxx xxxxxxxxxxxxxxxxxxxxxx

Act	Plan	Start	Efctv	Date	Goal	Date	Career	Goal	Org	Coach
---	---	---	---	---	---	---	---	---	---	---
		05/03/2001		05/03/2001		06/30/2002	xxx		2370P	xxxxxx

Actions: R Review
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
Help Back WFPln Up Down Left Right Main

2.

EJ0700M0 Washington Jobs Automated System 05/17/2001
JOBSTEST List **WF Success Plans for a Customer** 1 More > 09:54:08

Customer: 1111111 xxxxxx xxxx

Act	Plan	Start	Efctv	Date	Goal	Date	Career	Goal	Last Updated By
---	---	---	---	---	---	---	---	---	---

Actions: R Review U Update Next
Screen: _____
Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
Help Back Add Up Down Left Right Main

To Create a Success plan, press PF5. This will bring up the employment verification screen.

No active employment records exist for this customer
Is this correct? _ (Y/N)
F3=Back

Type in y if it is correct and it will take you to the LMI screen where you will enter the information from the Earning Forecaster.

Please enter WorkFirst Plan details
----- LMI Details -----
Category: _
Hourly Entry Wage: _____
Hourly Target Wage: _____
Monthly Target Earnings: _____
LMI Date Entered: 05 17 2001 mm dd yyyy
Plan Start Date: 05 17 2001 mm dd yyyy
Effective Date: 05 17 2001 mm dd yyyy

The next screen is the Success Plan detail screen

Please enter NEW details; press ENTER when done
 EJ0710M0 Washington Jobs Automated System 05/17/2001
 JOBSTEST Maintain Customer WF Success Plan 1 More > 10:18:12
 WorkFirst Success Plan For
 2232507 RUSSELL, MARY

My Success Goal Is: _____
 Success Plan Start Date: 05 17 2001 Change Effective Date: 05 17 2001
 I Plan To Reach My Goal: _ _ _ _ -- - My Forecaster Information -
 - -

(Projected) Entry Wage: 6.50 (per hr)
 I have transportation to pursue target Wage: 8.47 (per hr)
 this goal, including a backup plan: _ Target Earnings:1823.46(per mo)
 I have child care support to pursue Entered Date: 05 17 2001
 this goal, including a backup plan: _ Category: 3

- - - - My Monthly Income Plan - - - -

	Initial	Current	Next*	Goal*	
Wages:	_____	_____	_____	_____	
TANF Cash:	_____	_____	_____	_____	Education Level: 12
Other:	_____	_____	_____	_____	Employment Date:
Last Updated:					Next

Screen: _____
 Enter-PF1--PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9---PF10--PF11--PF12---
 Help Cancl Audit Print Left Right Main

Wage information will automatically fill from the employment screen for initial and current wages. Education is an auto fill from the 01 screen in JAS. If the information is incorrect, it needs to be updated on the 01 screen in JAS before you print the plan. The transportation and childcare questions require a yes or no, (If no it should be addressed on the success plan). All the fields are required for a completed success plan.

If the employment information is not correct put in an **N** for no and the system will take you to the employment screen

<p>No active employment records exist for this customer</p> <p>Is this correct? _ (Y/N)</p> <p>F3=Back</p>
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EJ0600M0      Washington Jobs Automated System      05/17/2001
JOBSTEST      Select Employment Job      10:29:23
Jas Id: 2232507      Name: xxxx,xxxx      LEP:      Returner:
      CN: 55C000452381 TANF: Active      Months on TANF: 38      FS Type:
      Coach:      Term      FS Status:
Act Status Start Date  Eff Date  Code      Employer Name      Hr Wages CSO
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Total
Per Week
Actions: R Review  U Update  Filter (    )      Next
Screen: _____
Enter-PF1-- PF2--PF3--PF4--PF5--PF6--PF7--PF8--PF9--PF10-PF11--PF12---
      Help Adhoc Canc1      Add      Up      Down      Main

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The employment screen will show all employment records for the customer. From this screen employment can be updated or created. Once the changes are made you will need to return to the main menu and go to item 20 again. The employment question will come up again this time put in an Y for yes. And continue to the Success Plan and complete it.